

**Exhibit 9**  
**SRF Bid Document Checklist**  
**With Davis-Bacon Requirements**



When bids are received and the Owner accepts a bid proposal, the Consultant prepares and submits to the SRF a packet of documents. Required documents are listed below. Please submit the completed checklist with the bid document packet. When all the information is complete, SRF issues to the Owner a letter of concurrence in award, which also explains the amount of bid that is eligible for DWSRF reimbursement.

Date: \_\_\_\_\_

From: \_\_\_\_\_

DWSRF Number: FS-\_\_\_\_\_

The following documents are enclosed for review and approval prior to contract award:

***Engineering Documents***

*Please note: DNR no longer requires the submission of as-bid plans and specs. Project managers may request them as needed.*

- ☐ Tabulation of bids
- ☐ Engineer's written recommendation of award
- ☐ Engineering Services Agreement

***Contractor Documents***

- ☐ Successful bid and/or proposal loan recipient chooses to accept
- ☐ Any addenda not previously submitted and bidder acknowledgment of all addenda
- ☐ Attachment 1: Certification of Non-Segregated Facilities Form
- ☐ Attachment 2: Certification Regarding Debarment and Suspension Form
- ☐ Attachment 3: Disadvantaged Business Enterprise Certification Form
- ☐ Attachment 4: DBE Program Subcontractor Performance Form
- ☐ Attachment 5: DBE Program Subcontractor Utilization Form
- ☐ Contract (if available)
- ☐ Bonds (if available)
- ☐ Notice to Proceed (if available)
- ☐ Davis-Bacon wage determination

***For more information, please contact Patti Cale-Finnegan at 515-725-0498 or [patti.cale-finnegan@dnr.iowa.gov](mailto:patti.cale-finnegan@dnr.iowa.gov). Send bid document packets to State Revolving Fund, Iowa Department of Natural Resources, Wallace State Office Building, 502 E. 9<sup>th</sup> Street, Des Moines, IA 50310-0034.***

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